Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150061-4

# REPORTS INVENTORY

CONTROL NO SRB 400 B

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
400 B CRUN LIST-ACT NO

2. TYPE OF REPORT
- [ ] STATISTICAL
- [ ] NARRATIVE
- [x] MACHINE-NAME LISTING

3. FUNCTIONAL AREA
- [x] PERSONNEL
- [ ] LOGISTICS
- [ ] MEDICAL
- [ ] TRAINING
- [ ] SECURITY
- [ ] FINANCE
- [ ] ADMIN. GENERAL
- [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form, computer print-out, etc.): CP-O

8. ADP PROCESSING
- [x] YES
- [ ] NO

IF YES GIVE ADP PROCESSING NO. EP400B

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS-06-3 | 4.21 | | .29 | | 1.22 | | 12 | | 14.64 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 44.70 | | 12 | | 536.40 |

TOTAL COSTS PER YEAR: 551.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT
- [ ] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

| ESTIMATED SAVINGS | |
|---|---|
| MAN-HOURS | DOLLARS |
| | |

15. DATE OF INVENTORY: 2 NOV 1970

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FORM 1-70 142

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(22-36-43)

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